



ROBERT RYANS  
Director

## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE BRATHWAITE BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

December 3, 2002

Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **CalWORKs DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM FISCAL YEAR (FY) 2002-03 CONTRACT AMENDMENTS (ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the funding allocation of \$2,332,325 for the 40 service providers listed in Attachment A for CalWORKs Domestic Violence supportive services, effective upon Board approval through June 30, 2003.
2. Authorize the Director of Community and Senior Services (CSS), or his designee, to negotiate and execute contract amendments in substantially similar form to Attachment B with the 40 service providers listed in Attachment A in the amount of \$2,332,325, after County Counsel approval as to form, effective upon Board approval through June 30, 2003 for the provision of CalWORKs Domestic Violence Supportive Services program. The program is fully funded by Performance Incentive funding.
3. Approve the allocation of \$360,000 for CSS administrative cost, of which \$92,325 is from a contingency fund previously approved by your Board on June 4, 2002. The administrative/overhead cost is fully financed by Performance Incentive funding.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

On June 4, 2002 your Board approved \$10,600,000 in funding for the CalWORKs Domestic Violence Supportive Services program for the third year of a three-year funding cycle. The amount allocated was a 20% (twenty percent) reduction from the previous fiscal year.

On June 26, 2002, your Board approved an additional \$2,600,000 in Performance Incentive funding for the CalWORKs Domestic Violence Supportive Services program. The recommended actions will allow CSS to augment the existing program allocations and maintain the service providers' allocations at the same level as the prior fiscal year. The CalWORKs Domestic Violence Supportive Services program provides assistance to victims of domestic violence by assisting them to overcome barriers to employment and to move toward self-sufficiency.

#### Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goal of Service Excellence and Program Goal of Children and Families' Well-Being.

#### **FISCAL IMPACT/FINANCING:**

The additional funds for the CalWORKs Domestic Violence Supportive Services program total \$2,600,000, of which \$2,332,325 will be used to augment contracts with current service providers and \$267,675 will be used for CSS administrative costs, including an additional \$92,325 from funding set-aside in a contingency fund. There is no impact on the County general fund as the program is fully financed by Performance Incentive funding. Funding has been included in the CSS' FY 2002-03 Adopted Budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On June 4, 2002, your Board approved funding for 40 CalWORKs Domestic Violence Supportive Services agencies for the third year of a three-year funding cycle.

There is a Memorandum of Understanding (MOU) between CSS and the Department of Public Social Services (DPSS) to provide CalWORKs Domestic Violence Supportive Services to CalWORKs participants. The MOU is automatically renewed for successive one-year periods contingent upon the availability of funding. DPSS has reviewed and concurs with the recommended actions.

The augmented funding recommendations for each of the Service Planning Areas (SPA) are as follows:

<u>SPA</u>	<u>Case Management</u>	<u>Legal Services</u>	<u>Total</u>
1	\$ 75,000	\$ 30,000	\$ 105,000
2	185,000	50,000	235,000
3	288,750	30,000	318,750
4	229,825	100,000	329,825
5	15,000	20,000	35,000
6	430,250	110,000	540,250
7	333,000	60,000	393,000
8	315,500	60,000	375,500
<b>Total</b>	<b>\$ 1,872,325</b>	<b>\$ 460,000</b>	<b>\$ 2,332,325</b>

**CONTRACTING PROCESS:**

Requests for Proposals (RFP) were issued for the CalWORKs Domestic Violence Supportive Services Program case management and legal service components during the months of April and May 2000. An RFP announcement was also posted on the County's Office of Small Business Web Site.

**IMPACT ON CURRENT SERVICES:**

Augmenting the funding to the previous year's level will enable the agencies providing CalWORKs Domestic Violence Supportive Services to assist additional CalWORKs participants who are victims of domestic violence. It is estimated that an additional 1,300 participants will receive services in FY 2002-03.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Ryans", with a long horizontal flourish extending to the right.

ROBERT RYANS  
Director

Attachments (2)

c: David E. Janssen  
Lloyd W. Pellman  
Violet Varona-Lukens  
Bryce Yokomizo

**ATTACHMENT A**

**CalWORKs DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM  
FISCAL YEAR (FY) 2002-03 CONTRACT AMENDMENTS**

<b>Agency</b>	<b>Original Funded Amount</b>	<b>Increased Amount</b>	<b>Total Contract Amount</b>
1736 Family Crisis Center	\$655,000	\$163,750	\$818,750
Akila Concepts, Inc.	\$108,000	\$27,000	\$135,000
Antelope Valley Domestic Violence Council (AVDVC)	\$420,000	\$105,000	\$525,000
Asian Pacific American Legal Center (APALC)	\$100,000	\$25,000	\$125,000
Bienviendos Children's Center, Inc.	\$140,000	\$35,000	\$175,000
Center for the Pacific- Asian Family, Inc. (CPAF)	\$120,000	\$30,000	\$150,000
Chicana Sevice Action Center, Inc.	\$320,000	\$80,000	\$400,000
Children's Institute International	\$120,000	\$30,000	\$150,000
Community Counseling Service of Los Angeles, Inc.	\$160,000	\$40,000	\$200,000
Community Legal Services (AKA Legal Aid Society of Orange County)	\$320,000	\$80,000	\$400,000
East Los Angeles Women's Center	\$120,000	\$30,000	\$150,000
Foothill Family Service	\$300,000	\$75,000	\$375,000
Harriet Buhai Center for Family Law	\$60,000	\$15,000	\$75,000
Haven Hills, Inc.	\$160,000	\$40,000	\$200,000
Helpline Youth Counseling, Inc.	\$120,000	\$30,000	\$150,000
House of Ruth, Inc.	\$270,000	\$67,500	\$337,500
Human Services Association	\$280,000	\$70,000	\$350,000
I.M.C.E.S. (Institute for Multicultural Counseling and Education Service)	\$323,300	\$80,825	\$404,125
Interval House	\$90,000	\$22,500	\$112,500
Jenesse Center, Inc.	\$460,000	\$115,000	\$575,000
Jewish Family Service / Family Violence Project	\$120,000	\$30,000	\$150,000
Legal Aid Foundation of Los Angeles(LAFLA)	\$400,000	\$100,000	\$500,000
Los Angeles Center for Law and Justice	\$160,000	\$40,000	\$200,000
MJB Transicional Recovery, Inc.	\$220,000	\$55,000	\$275,000
National Council on Alcohol and Drug Dependence - Long Beach (NCADD-LB) / Woman to Woman DV Program	\$270,000	\$67,500	\$337,500
Neighborhood Legal Services of Los Angeles County (NLS)	\$240,000	\$60,000	\$300,000
Ocean Park Community Center / Sojourn	\$60,000	\$15,000	\$75,000
Peace & Joy Care Center	\$280,000	\$70,000	\$350,000
Project Peacemakers, Inc.	\$240,000	\$60,000	\$300,000
Prototypes, A Center for Innovation in Health, Mental Health, and Social Services	\$516,000	\$129,000	\$645,000
Rainbow Services, Ltd.	\$180,000	\$45,000	\$225,000
San Fernando Valley Community Mental Health Center, Inc.	\$180,000	\$45,000	\$225,000
San Pedro Community Legal Services	\$120,000	\$30,000	\$150,000
Santa Anita Family Service	\$240,000	\$60,000	\$300,000
Southern California Alcohol and Drug Programs, Inc./ Angel Step Inn	\$160,000	\$40,000	\$200,000
Su Casa Family Crisis and Support Center	\$72,000	\$18,000	\$90,000
WomenShelter of Long Beach	\$320,000	\$80,000	\$400,000
Women's & Children's Crisis Shelter, Inc.	\$240,000	\$60,000	\$300,000
YWCA of Glendale Domestic Violence Project	\$320,000	\$80,000	\$400,000
YWCA of San Gabriel Valley / WINGS - Women in need Growing Strong	\$345,000	\$86,250	\$431,250
<b>TOTAL</b>	<b>\$9,329,300</b>	<b>\$2,332,325</b>	<b>\$11,661,625</b>

**CAIWORKs DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM FISCAL YEAR (FY) 2002/2003  
CONTRACT AMENDMENTS IMPACT BY SUPERVISORIAL DISTRICT**

	Agency	Supervisory Projected Amounts					Total Amounts
		1	2	3	4	5	
1	1736 Family Crisis Center		\$63,250 CM \$10,000 LS		\$80,500 CM \$10,000 LS		\$ 163,750
2	Akila Concepts, Inc.		\$27,000 CM				\$ 27,000
3	Antelope Valley Domestic Violence Council					\$75,000 CM \$30,000 LS	\$ 105,000
4	Asian Pacific American Legal Center of Southern California	\$25,000 LS					\$ 25,000
5	Bienvenidos Children's Center, Inc.	\$35,000 CM					\$ 35,000
6	Center for the Pacific-Asian Family, Inc. (CPAF)			\$30,000 CM			\$ 30,000
7	Chicana Service Action Center, Inc.	\$80,000 CM					\$ 80,000
8	Children's Institute International		\$30,000 CM				\$ 30,000
9	Community Counseling Service	\$40,000 CM					\$ 40,000
10	Community Legal Services (AKA Legal Society of Orange County)		\$40,000 LS		\$40,000 LS		\$ 80,000
11	East Los Angeles Women's Center	\$30,000 CM					\$ 30,000
12	Foothill Family Service					\$75,000CM	\$ 75,000
13	Harriet Buhai Center for Family Law		\$15,000 LS				\$ 15,000
14	Haven Hills, Inc.			\$40,000 CM			\$ 40,000
15	Helpline Youth Counseling, Inc.				\$30,000 CM		\$ 30,000
16	House of Ruth, Inc.	\$67,500 CM					\$ 67,500
17	Human Services Association	\$70,000 CM					\$ 70,000
18	I.M.C.E.S. (Institute for Multicultural Counseling and Education Service)		\$40,825 CM			\$40,000CM	\$ 80,825
19	Interval House				\$22,500 CM		\$ 22,500
20	Jenesse Center, Inc.		\$75,000 CM \$40,000 LS				\$ 115,000
21	Jewish Family Service /Family Violence Project			\$30,000 CM			\$ 30,000

**CM = Case Management**

**LS= Legal Services**

**CalWORKs DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM FISCAL YEAR (FY) 2002/2003  
CONTRACT AMENDMENTS IMPACT BY SUPERVISORIAL DISTRICT**

		Supervisorial Projected Amounts					
		\$20,000 LS	\$40,000 LS	\$20,000 LS	\$20,000 LS	\$20,000 LS	
22	Legal Aid Foundation of Los Angeles					\$20,000 LS	\$100,000
23	Los Angeles, Center for Law and Justice	\$40,000 LS					\$ 40,000
24	MJB Transitional Recovery, Inc.		\$55,000 CM				\$ 55,000
25	National Council on Alcohol and Drug Dependence-Long Beach-Woman to Woman DV Program					\$67,500 CM	\$ 67,500
26	Neighborhood Legal Services of Los Angeles County (NLS)			\$30,000 LS		\$30,000 LS	\$ 60,000
27	Ocean Park Community Center/ Sojourn			\$15,000 CM			\$ 15,000
28	Peace & Joy Care Center		\$70,000 CM				\$ 70,000
29	Project: Peacemakers, Inc.		\$60,000 CM				\$ 60,000
30	Prototypes, A Center for Innovation in Health, Mental Health and Social Services	\$69,000 CM	\$60,000 CM				\$129,000
31	Rainbow Services, Ltd.					\$45,000 CM	\$ 45,000
32	San Fernando Valley Community Mental Health Center, Inc.			\$45,000 CM			\$ 45,000
33	San Pedro Community Legal Services					\$30,000 LS	\$ 30,000
34	Southern California Alcohol and Drug Programs, Inc.					\$40,000 CM	\$ 40,000
35	Santa Anita Family Service					\$60,000 CM	\$ 60,000
36	Su Casa Family Crisis and Support Center					\$18,000 CM	\$ 18,000
37	WomenShelter of Long Beach					\$80,000 CM	\$ 80,000
38	Women's and Children's Crisis Shelter, Inc.	\$60,000 CM					\$ 60,000
39	YWCA of Glendale Domestic Violence Project					\$60,000 CM \$20,000 LS	\$ 80,000
40	YWCA of San Gabriel Valley (WINGS - Women in Need Growing Strong)					\$86,250 CM	\$ 86,250
	<b>TOTAL</b>	\$451,500 CM + 85,000 L \$536,500	\$481,075 CM +\$145,000L \$626,075	\$160,000 CM +\$50,000 L \$210,000	\$383,500 CM +\$100,000 L \$483,500	\$396,250 CM +\$80,000 L \$476,250	\$1,872,325 CM \$460,000 L \$2,332,325 ALL

CalW 2002/03 Amended Contract Impact By Sup Dist 10/7/02

**CM = Case Management**

**LS= Legal Services**

**CalWORKs DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM  
FISCAL YEAR (FY)2002/2003 CONTRACT AMENDMENTS  
IMPACT BY SUPERVISORIAL DISTRICT**

**Number of Additional Clients Served By District**

District 1: 301 CM + 43 L = 344

District 2: 320 CM + 72 L = 392

District 3: 107 CM + 25 L = 132

District 4: 257 CM + 50 L = 307

District 5: 266 CM + 40 L = 306

**Total : 1,251 CM + 230 L= 1,481**



ROBERT RYANS  
Director

## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA  
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DON KNABE  
MICHAEL D. ANTONOVICH

December 3, 2002

Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

### **CalWORKs MINI-CAREER CENTERS FUNDING RECOMMENDATIONS (ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the supplemental funding allocation in the amount of \$925,000 for the agencies shown on Attachment A, for the continued operation of the Long-Term Family Self-Sufficiency (LTFSS) Project #9, CalWORKs Mini-Career Center Program.
2. Authorize the Director of Community and Senior Services (CSS), or his designee, to execute contract amendments in substantially similar form to Attachment B, after County Counsel approval as to form, to extend the term of the current contracts with the Mini-Career Center providers for an additional six (6) months through June 30, 2003, and provide for the increase funding as set forth in Attachment A.
3. Authorize the Director of CSS, or his designee, to execute contract amendments in substantially similar form to Attachment C, to increase or decrease contract amounts based on contractor performance and availability of funding provided that: (a) the amount of change does not exceed 15% of the original contract amount; (b) approval of County Counsel, the Chief Administrative Office (CAO) and the Department of Public Social Services (DPSS) is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors, the CAO and DPSS within 30 days after execution that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring the review of contractor performance.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

On June 4, 2002, your Board authorized the Director of CSS to execute a contract amendment to extend the term of the current contracts with the Mini-Career Center providers on a month-to-month basis, effective July 1, 2002, not to exceed six (6) months, through December 31, 2002.

CSS is the lead agency for the CalWORKs Mini-Career Center program (LTFSS Project #9) and receives CalWORKs funding from the DPSS to administer the project. The program is designed to assist CalWORKs participants and non-custodial parents of children receiving CalWORKs to achieve long-term self-sufficiency by providing convenient access to coordinated primary and post employment services. Currently, the service provider contracts for this program will expire on December 31, 2002. An extension of these contracts to June 30, 2003 is necessary to ensure the continuation of program services. Accordingly, to avoid any interruption of continued services, an extension of these contracts is needed and recommended. Furthermore, the Standard Terms and Conditions have been amended to incorporate recent Board mandated provisions (Exhibit A).

**Implementation of Strategic Plan Goals**

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence and Organizational Effectiveness.

**FISCAL IMPACT/FINANCING:**

The cost of the CalWORKs Mini-Career Center program for the recommended six (6) months extension totals \$1,000,000, of which \$925,000 will be used to fund the Mini-Career Center service providers and \$75,000 will be used for CSS administrative costs.

The CalWORKs Mini-Career Center Program is financed using CalWORKs Performance Incentive funding from DPSS which includes funding for administrative/overhead costs. There is no impact on the County general fund. Funding has been included in the Department's FY 2002-03 Adopted Budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Mini-Career Centers serve as remote access points to the WorkSource Career Centers (formerly One-Stop Career Centers), which are administered by the Workforce Investment Board (WIB). The Mini-Career Centers provide CalWORKs participants and non-custodial parents of children receiving CalWORKs, with a direct linkage to primary and post-employment services. Services are provided by specially trained staff in collaboration with local employers and community-based organizations. Services are provided onsite at each Mini-Career Center or are made available through linkage with a WorkSource Career Center.

There is a Memorandum of Understanding (MOU) between DPSS and CSS to provide services to CalWORKs Mini-Career Center participants. The MOU is automatically

renewed for successive one-year periods contingent upon the availability of funding. DPSS has reviewed and concurs with the recommended actions.

**CONTRACTING PROCESSES:**

Agencies recommended for funding for the Mini-Career Center Project were selected through an open competitive Request for Proposal (RFP) process conducted in August 2000. The bid opportunity was posted on the Office of Small Business Website as part of the procurement process.

CSS will ensure that all approved contractors will be monitored relative to contract compliance and administrative, programmatic and fiscal requirements. Attachment D provides information about each contractor's status with regard to minority and women-owned business enterprises.

**IMPACT ON CURRENT SERVICES:**

The LTFSS Mini-Career Center Program is designed to strengthen the County's current welfare-to-work efforts and to enhance the services provided by the GAIN program and the WorkSource Career Centers. The project began in July 2001 and it is fully operational, with the eight (8) centers reporting walk-in traffic of nearly 12,000 job seekers. They have received free Internet use, labor market information, resume writing tutorials, and software tutorials. Nearly 500 participants have enrolled in the program to receive more intensive job seeker services, and vocational and educational training services.

Respectfully submitted,



ROBERT RYANS  
Director

Attachments (4)

C: David E. Janssen  
Lloyd W. Pellman  
Violet Varona-Lukens  
Bryce Yokomizo

**ATTACHMENT A****CalWORKs Mini-Career Center  
Funding Recommendations\***

<b>SPA Location</b>	<b>Contractor</b>	<b>Funding Recommendations</b>
1	Assert, Inc.	\$130,120
2	Los Angeles Community College District Los Angeles Valley College	\$106,375
3	Community Employment Project, Inc. (CEP)	\$115,625
4	MCS Rehabilitation, Inc.	\$94,812.50
5	Playa Vista JOBS Opportunities And Business Services (PVJOBS)	\$98,817.50
6	Chicana Service Action Center, Inc.	\$138,750
7	Southeast Area Social Services Funding Authority (SASSFA)	\$115,625
8	Los Angeles County Office of Education (LACOE)	\$124,875
	<b>Total:</b>	<b>\$925,000</b>

\*The funding recommendations reflect the maximum amount allocated to each contractor for the six-month period beginning January 1, 2003 through June 30, 2003. Funding for one month would be one-sixth of the funding recommendation.

**ATTACHMENT D**

<b>CALWORKS MINI-CAREER CENTER</b> <b>Minority / Participation / Ownership of Firms / Agencies / Entities</b> <b>PERCENT MINORITY / WOMEN PARTICIPATION</b>				
<b>Firm/Agency/Entity</b>	<b>Ownership</b>	<b>Partnership</b>	<b>Board Members</b>	<b>Staff</b>
Assert, Inc.	N/A	N/A	0%/75%	100%/43%
Los Angeles Valley College	N/A	0%/10%	43%/14%	17%/37%
Community Employment Project, Inc. (CEP)	N/A	N/A	90%/10%	80%/30%
Playa Vista Job Opportunities and Business Services (PVJOBS)	N/A	N/A	14%/0%	100%/0%
Chicana Service Action Center, Inc.	N/A	20%/15%	10%/8%	60%/51%
Southeast Area Social Services Funding Authority (SASSFA)	N/A	2%/0%	46%/50%	83%/67%
Los Angeles County Office of Education (LACOE)	N/A	N/A	43%/86%	85%/85%

# IMPACT BY SUPERVISORIAL DISTRICT

Agency	Supervisorial Projected Amounts					Total Amounts
	1	2	3	4	5	
Assert, Inc.					\$130,120	\$130,120
LA Valley College			\$106,375			\$106,375
Community Employment Project	\$115,625					\$115,625
MCS Rehabilitation		\$94,812.50				\$94,812.50
Playa Vista Jobs		\$98,817.50				\$98,817.50
Chicana Service Action Center	\$138,750					\$138,750
Southeast Area Social Services Funding Authority				\$115,625		\$115,625
LA County Office of Education		\$124,750				\$124,750
<b>Total</b>	\$254,375	\$318,380	\$106,375	\$115,625	\$130,120	<b>\$ 925,000</b>

Number of Clients Served by Supervisorial District

OR

Number of Clients Served by SPA

District 1: \_\_\_\_\_

SPA #1: \_\_\_\_\_

District 2: \_\_\_\_\_

SPA #2: \_\_\_\_\_

District 3: \_\_\_\_\_

SPA #3: \_\_\_\_\_

District 4: \_\_\_\_\_

SPA #4: \_\_\_\_\_

District 5: \_\_\_\_\_

SPA #5: \_\_\_\_\_

SPA #6: \_\_\_\_\_

SPA #7: \_\_\_\_\_

SPA #8: \_\_\_\_\_



ROBERT RYANS  
Director

## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA  
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ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

November 5, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

### **APPROVAL OF CalWORKs YOUTH JOBS FUNDING ALLOCATIONS (ALL SUPERVISORIAL DISTRICTS) (3-VOTE)**

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve supplemental funding allocations in the amount of \$3,190,488, of which \$3,067,760 will be used for contract service providers and \$122,728 will be used for Community and Senior Services (CSS) administrative costs, as indicated on Attachment A for continued provision of CalWORKs Youth Jobs program services, for an extended contract period ending June 30, 2003.
2. Authorize the Director of CSS, or his designee, to execute contract amendments in substantially similar form to Attachment B, after County Counsel approval as to form, to extend the term of the current contracts with the CalWORKs Youth Job providers for an additional six months through June 30, 2003, and provide for the increase funding as set forth in Attachment A. The cost of the contracts is fully financed by CalWORKs Performance Incentive Funds.
3. Authorize the Director of CSS, or his designee, to execute contract amendments in substantially similar form to Attachment B to increase or decrease contract amounts based on contractor performance and availability of funding provided that: (a) the amount of change does not exceed 15% of the original contract amount; (b) approval of County Counsel, the Chief Administrative Office (CAO) and the Department of Public Social Services (DPSS) is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors, the CAO and DPSS within 30 days after execution that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The Department of Community and Senior Services is the lead agency for the CalWORKs Youth Jobs project (Long Term Family Self-Sufficiency Project #23) and receives CalWORKs Performance Incentive Funds from DPSS to administer the project. The CalWORKs Youth Jobs program is a paid work experience program offered during the youth's school break and is designed to help CalWORKs youth move down the path to self-sufficiency and to enhance the Workforce Investment Act (WIA) Youth Jobs program.

On June 4, 2002, the Board approved funding allocations for this Program for the period of July 1, 2002 to December 31, 2002. Due to the uncertainty of funding at the time, with the pending adoption of the final State budget for FY 2002-03 and its impact on DPSS' FY 2002-03 budget, the contracts were to be reviewed on a month-to-month basis and could be terminated for non-appropriation of funds if funding were to cease. Currently, the service provider contracts for this program will expire on December 31, 2002. An extension of these contracts is necessary to avoid any interruption of continued services. The supplemental amounts allocated for each Local Workforce Investment Areas (LWIAs) and service providers for the extended contract period through June 30, 2003 will increase the amount allocated for the prior six (6) months period of July 1, 2002 to December 31, 2002.

**Implementation of Strategic Plan Goals**

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence and Organizational Effectiveness.

**FISCAL IMPACT/FINANCING:**

The cost for the CalWORKs Youth Jobs program for the amended term of the contracts (i.e., July 1, 2002 – June 30, 2002) is \$9, 787, 500 (\$3,190,488 in supplemental funding and \$6,597,012 in previously approved funds). A breakdown of the costs is provided below:

Previously Approved Funds		
Service Providers (Attachment A)		\$ 6,310,640
CSS Administration/Overhead		<u>\$ 286,372</u>
	<b>Total</b>	<b>\$ 6,597,012</b>
New Funds		
Service Providers (Attachment A)		\$ 3,067,760
CSS Administration/Overhead		<u>\$ 122,728</u>
	<b>Total</b>	<b>\$ 3,190,488</b>

The CalWORKs Youth Jobs program is fully financed using CalWORKs Performance Incentive funding from DPSS, which includes funding for administrative/overhead costs. There is no impact on the County general fund. Funding has been included in the Department's FY 2002-03 Adopted Budget.

#### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS:**

The CalWORKs Youth Jobs program aims at helping teens become self-sufficient adults by providing paid work-based learning through employment opportunities during their school breaks coupled with basic skills remediation, career planning, and employment readiness skills training. Following completion of the program and to the extent WIA Youth Program funds are available, the CalWORKs youth are encouraged to participate in the WIA program.

The intent is to ensure that CalWORKs eligible youth receive services, not otherwise available, that will expose them to the world of work and which are also linked to educational learning. Eligible youth are teens ages 14-19 who are members of a family receiving CalWORKs cash assistance, with priority given to pregnant and/or parenting teens.

In an effort to ensure seamless service delivery and coordination between the WIA and CalWORKs programs, the WIA Youth service providers, as well as the other seven Local Workforce Investment Areas (LWIAs) in the County, are used for provision of CalWORKs Youth Jobs program services.

The funding levels for Los Angeles County's eight (8) LWIAs were established based on each LWIA's proportionate share of the total number of teens receiving CalWORKs assistance in the County (based on DPSS' most current data).

The Los Angeles County Workforce Investment Board (WIB) approved these funding allocations on February 14, 2002.

There is a Memorandum of Understanding (MOU) between CSS and DPSS to provide CalWORKs youth job services. The MOU is automatically renewed for successive one-year periods contingent upon the availability of funding. DPSS has reviewed and concurs with the recommended actions.

#### **CONTRACTING PROCESS:**

CSS released a Request for Proposal (RFP) on February 10, 2000 to solicit service providers for the CalWORKs Youth Jobs program in the Los Angeles County. The sixteen (16) service providers on Attachment A are the successful applicants who were approved by your Board to provide services.

CSS will ensure that all approved contractors will be monitored relative to contract compliance and administrative, programmatic and fiscal requirements.

Attachment C provides information about each contractor's status with regard to minority and women-owned business enterprises.

**IMPACT ON CURRENT SERVICES:**

Continuation of the CalWORKs Youth Jobs program for this short period will ensure that low-income and pregnant and/or parenting teens continue to receive valuable services which will enable them to attain self-sufficiency.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robert Ryans', with a long horizontal flourish extending to the right.

Robert Ryans, Director

Attachments (3)

c: David E. Janssen  
Lloyd W. Pellman  
Violet Varona-Lukens  
Bryce Yokomizo

# **CalWORKs YOUTH JOBS PROGRAM FY 2002-03 FUNDING ALLOCATION FOR LOCAL WORKFORCE INVESTMENT AREAS**

Attachment A

## **CalWORKs LTFSS Youth Jobs Program:**

The State provides CalWORKs funding to DPSS, and DPSS provides the funding to CSS for administration of the youth jobs program. CSS contracts with the seven (7) Local Workforce Investment Areas to provide services to the entire Los Angeles County Area.

<b>CalWORKs LTFSS Youth Jobs Funding Distribution To Local Workforce Investment Areas (LWIA):</b>		<b>Previous 6/4/2002 Board Approved Allocation for period of 7/1/02 to 12/31/02</b>		<b>Additional Funding Amount for 1/1/03 to 6/30/03</b>		<b>100% Allocation</b>	
Carson, Lomita, Torrance Workforce Investment Board (WIB)	\$	111,221	\$	12,358	\$	123,579	
City of Long Beach	\$	505,589	\$	351,342	\$	856,931	
City of Los Angeles	\$	2,597,483	\$	1,222,345	\$	3,819,828	
County of Los Angeles*	\$	2,482,934	\$	1,290,848	\$	3,773,782	
Southbay Service Center WIB	\$	314,943	\$	69,134	\$	384,077	
Southeast Los Angeles County WIB	\$	165,223	\$	135,182	\$	300,405	
Foothill WIB	\$	133,584	\$	42,184	\$	175,768	
Verdugo WIB	\$	286,035	\$	67,095	\$	353,130	
<b>CalWORKs LTFSS Youth Jobs Funding Total</b>	<b>\$</b>	<b>6,597,012</b>	<b>\$</b>	<b>3,190,488</b>	<b>\$</b>	<b>9,787,500</b>	

\* see Page 2 & 3 of this Attachment for distribution to service providers

**FY 2002-03 CalWORKs YOUTH JOBS FUNDING ALLOCATIONS**  
Previously Approved Funding Allocation for period of 7/1/02 to 12/31/02

Attachment A  
Page 2

**CalWORKs LTFSS Youth Jobs Program:**

Attachment A  
Page 2

LA County Workforce Investment Area (LACWIA)						TOTAL
CalWORKS LTFSS Youth Jobs Funding Distribution:						
	District 1	District 2	District 3	District 4	District 5	
City of Compton	\$ -	\$ 143,730	\$ -	\$ -	\$ -	\$ 143,730
East San Gabriel Valley Consortium (dba LA Works)	\$ 96,463	\$ -	\$ -	\$ 38,614	\$ 85,516	\$ 220,593
HUB Cities Consortium	\$ 215,776	\$ 66,226	\$ -	\$ -		\$ 282,002
Mid-San Gabriel Valley Consortium	\$ 225,842	\$ -	\$ -	\$ -	\$ 804	\$ 226,646
Southeast Area Social Services Funding Authority	\$ 76,987	\$ -	\$ -	\$ 62,291		\$ 139,278
West San Gabriel Valley Consortium (dba Career Partner Communities in Schools)	\$ 288,043	\$ -	\$ -	\$ -	\$ 95,725	\$ 383,768
Los Angeles County Office of Education (LACOE)	\$ -	\$ 61,958	\$ -	\$ -	\$ -	\$ 61,958
Catholic Charities of Los Angeles Inc. (Archdiocese of LA)	\$ 9,114	\$ 30,123	\$ 10,444	\$ -	\$ 38,729	\$ 88,410
Pomona Valley Youth Employment Services	\$ 46,242	\$ 61,465	\$ 46,505	\$ -	\$ 82,768	\$ 236,980
Soledad Enrichment Action Inc.	\$ 122,150	\$ -	\$ -	\$ -	\$ -	\$ 122,150
SEER South Bay/Jobs for Progress	\$ 63,789	\$ -	\$ -	\$ -	\$ -	\$ 63,789
Youth Opportunities Unlimited	\$ -	\$ 14,123	\$ -	\$ 27,452	\$ -	\$ 41,576
William S. Hart UHSD	\$ 31,543	\$ 43,810	\$ -	\$ -	\$ -	\$ 75,352
Maravilla Foundation	\$ -	\$ -	\$ -	\$ -	\$ 5,825	\$ 5,825
Antelope Valley One-Stop	\$ 59,078	\$ -	\$ -	\$ -	\$ -	\$ 59,078
	\$ -	\$ -	\$ -	\$ -	\$ 45,424	\$ 45,424
LACWIA Service Providers Total	\$ 1,235,027	\$ 421,436	\$ 56,950	\$ 128,357	\$ 354,791	\$ 2,196,561
Set Aside						\$ -
CSS Administration						\$ 286,372
LACWIA Total						\$ 2,482,934

**FY 2002-03 CalWORKS YOUTH JOBS FUNDING ALLOCATIONS**  
Funding Distribution for Period of 1/1/03 to 6/30/03

Attachment  
Page 3

**CalWORKS LTFSS Youth Jobs Program:**

LA County Workforce Investment Area (LACWIA)						TOTAL	
CalWORKS LTFSS Youth Jobs Funding Distribution:							
	District 1	District 2	District 3	District 4	District 5		
City of Compton	\$ -	\$ 31,551	\$ -	\$ -	\$ -	\$ 31,551	\$ 31,551
East San Gabriel Valley Consortium (dba LA Works)	\$ 95,521	\$ -	\$ -	\$ 31,594	\$ 69,967	\$ 197,082	\$ 197,082
HUB Cities Consortium	\$ 146,897	\$ 37,252	\$ -	\$ -	\$ -	\$ 184,149	\$ 184,149
Mid-San Gabriel Valley Consortium	\$ 91,112	\$ -	\$ -	\$ -	\$ 268	\$ 91,380	\$ 91,380
Southeast Area Social Services Funding Authority	\$ 34,463	\$ -	\$ -	\$ 23,039	\$ -	\$ 57,502	\$ 57,502
West San Gabriel Valley Consortium (dba Career Partner)	\$ 110,089	\$ -	\$ -	\$ -	\$ 30,229	\$ 140,318	\$ 140,318
Communities in Schools	\$ -	\$ 7,658	\$ -	\$ -	\$ -	\$ 7,658	\$ 7,658
Los Angeles County Office of Education (LACOE)	\$ 17,251	\$ 47,116	\$ 16,336	\$ -	\$ 60,577	\$ 141,280	\$ 141,280
Catholic Charities of Los Angeles Inc. (Archdiocese of LA)	\$ 12,286	\$ 13,492	\$ 10,209	\$ -	\$ 18,168	\$ 54,155	\$ 54,155
Pomona Valley Youth Employment Services	\$ 16,426	\$ -	\$ -	\$ -	\$ -	\$ 16,426	\$ 16,426
Soledad Enrichment Action Inc.	\$ 87,060	\$ -	\$ -	\$ -	\$ -	\$ 87,060	\$ 87,060
SER South Bay/Jobs for Progress	\$ -	\$ 3,984	\$ -	\$ 7,743	\$ -	\$ 11,727	\$ 11,727
Youth Opportunities Unlimited	\$ 43,049	\$ 49,402	\$ -	\$ -	\$ -	\$ 92,451	\$ 92,451
William S. Hart UHSD	\$ -	\$ -	\$ -	\$ -	\$ 47,134	\$ 47,134	\$ 47,134
Maravilla Foundation	\$ 1,460	\$ -	\$ -	\$ -	\$ -	\$ 1,460	\$ 1,460
Antelope Valley One-Stop	\$ -	\$ -	\$ -	\$ -	\$ 6,788	\$ 6,788	\$ 6,788
LACWIA Service Providers Total	\$ 655,613	\$ 190,455	\$ 26,545	\$ 62,376	\$ 233,131	\$ 1,168,120	\$ 1,168,120
CSS Administration						\$ 122,728	\$ 122,728
LACWIA Total						\$ 1,290,848	\$ 1,290,848

### Attachment D

#### Minority/Participation/Ownership of Firms/Agencies Entities PERCENT MINORITY/WOMEN PARTICIPATION

FIRM/AGENCY/ENTITY	OWNERSHIP (1)	PARTNERSHIP (1)	BOARD MEMBERS	STAFF
Antelope Valley	N/A	N/A	58%/64%	75%/75%
East San Gabriel Valley Consortium dba L.A. Works	N/A	N/A	33%/33%	38%/33%
Mid San Gabriel Valley Consortium	N/A	N/A	63%/25%	73%/73%
West San Gabriel Valley Consortium dba Career Partners	N/A	N/A	18%/18%	86%/69%
City of Compton	N/A	N/A	100%/17%	10%/80%
Hub Cities Consortium	N/A	N/A	83%/17%	95%/67%
Southeast Area Social Services Funding Authority (SASSFA)	N/A	N/A	60%/40%	72%/78%
Communities in School	N/A	N/A	77%/61%	95%/73%
Los Angeles Office of Education (LACOE)	N/A	N/A	43%/86%	85%/85%
Archdiocese of Los Angeles	N/A	N/A	33%/50%	85%/78%
Pomona Valley Youth Employment Services	N/A	N/A	100%/40%	100%/80%
Soledad Enrichment Action, Inc.	N/A	N/A	69%/10%	99%/44%
SER So. Bay/Jobs For Progress	N/A	N/A	100%/60%	90%/75%
Maravilla Foundation	N/A	N/A	100%/13%	95%/30%
William S. Hart UHSD	N/A	N/A	20%/40%	15%/60%
Youth Opportunities Unlimited	N/A	N/A	60%/60%	50%/70%

# IMPACT BY SUPERVISORIAL DISTRICT LTFSS CalWORKs Youth Jobs (LACWIA)

Agency	Supervisory Projected Amounts					Total Amounts
	1	2	3	4	5	
LACWIA	\$514,700	\$190,455	\$26,545	\$62,376	\$233,131	\$1,054,207
Total						

**Number of Clients Served by Supervisorial District**

OR

**Number of Clients Served by SPA**

District 1: 292

SPA #1:

District 2: 108

SPA #2:

District 3: 16

SPA #3:

District 4: 36

SPA #4:

District 5: 133

**SPA #5:**

**SPA #6:**

SPA #7:

SPA #8: